



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1723 • Fax: (978) 264-3127

www.boxborough-ma.gov

CP Committee MINUTES

July 9, 2015

Grange Hall / Town Hall

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Rita Gibes Grossman, Clerk, At-large

Mitzi Garcia-Weil, Recreation Commission

Owen Neville, Chair, Planning Board

Dennis Reip, Conservation Com

John Rosamond, Finance Com

MEMBERS ABSENT: John Neyland, Agricultural Com, Alan Rohwer, Historical Com, Ron Vogel, Housing Board

OTHERS:

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner (arrived at 8:45P)

Selina Shaw, Town Administrator (left at 8:30P)

HANDOUTS: Clean and redlined working drafts of Community Preservation Plan

7:31P Owen N. called the meeting to order.

1) **MINUTES:** John moved and Owen seconded to approve the minutes of June 18, 2015. Vote unanimous. So noted that Selina, Town Administrator will be included on distribution of minutes.

2) **Community Preservation Coalition membership**

- a) Rita moved and Hugh has seconded that Boxborough's CPC join the Community Preservation Coalition (CP Coalition) for the amount of \$875. Owen clarified that membership is voluntary and based on the calendar year.
- b) Owen read the CP Coalition's invoice and noted that the Town Treasurer will fill out the W-9.
- c) Dennis spoke in support of the work of the CP Coalition. Questions of annual timing of the billing cycle. Rita spoke in favor based on utility of the CP Coalition's web site and newsletter.

VOTE: Unanimous

3) **CPA Project signage:** Alan Rohwer not present so item tabled.

4) **Community Preservation Plan**

- a) Both drafts distributed, however, discussion focused on the clean copy. Rita summarized Adam's and her work done to date and noted the wealth of information and detail in the redlined version should help inform content for each respective section on category

- priorities.
- b) Detailed discussion of the clean draft indicated a preference for an efficient, inviting, succinct document that's easy to use.
 - c) Regarding the draft application, John R. pointed out that we need to have clear selection criteria. Mitzi also noted, based on her review of other towns, specifically the Town of Acushnet, the value of having guidelines for application submissions.
 - d) Rita suggested, and there was consensus, that the ordering of categories in the plan would follow the CPA as follows: Open Space and Recreation, Community Housing, and, Historic Resources.

ACTION ITEMS:

- i) Rita will include all edits in next draft and Hugh volunteered to do grammatical edit as needed. And, Rita will get the table of anticipated CPA revenues from T. Treasurer.
 - ii) Each stakeholder representative will review specific needs assessment and priorities for their category with their respective committee and commissions with reports for next meeting on August 6th. Emphasized that stakeholder groups should use:
 - (1) Existing town plans (Master Plan and OSRP drafts) and,
 - (2) Reference CP Coalition's web site, and, comparable (demographics and CPA experience) towns for content and presentation options and ideas
 - iii) John R. will work on a draft of Selection Criteria for discussion at the next meeting.
- 5) **CP Committee's web site information:** Owen distributed the CP Committee's timeline as posted. Noted error regarding August 6th meeting will be corrected as a meeting is scheduled.
- 6) **Other business:**
- a) Hugh requested at the next meeting that we discuss anticipated projects.
 - b) Adam arrived just prior to adjournment (concurrent Housing Board Meeting) and was recognized for his work on the web site. He pointed out the E. Markiewicz was very helpful getting it organized and formatted.
 - c) Hugh expressed concern that potential applicants be aware of work done to date on application and process.

ACTION ITEMS:

- i) Adam was asked if he could do a "what's new" on the Town's website to direct potential applicants to the CP Committees web site and send to all boards and committees.
- ii) Hugh volunteered to clerk at the August 6th meeting as Rita will be out of town.

8:55 PM Move to adjourn: Rita moved; John R. seconded. Unanimous.

Respectfully submitted,

Rita Gibes Grossman, Clerk